



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
DIVISION OF CHILD SUPPORT (DCS)

**REQUEST FOR CONFERENCE BOARD**  
(WAC 388-14A-6400)

**INSTRUCTIONS**

To request a Conference Board, complete this form and return it to the Division of Child Support (DCS) at the address listed below. Except for your signature, print or type all responses. Attach additional pages if needed.

I tried to settle my dispute with DCS staff. I request a Conference Board because:

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I understand that:

1. A Conference Board tries to settle complaints informally. A Board cannot modify a court order. A court does not review a Board's rulings.
2. This is not a request for an adjudicative proceeding (hearing). A Conference Board does not take the place of any other right I have to a hearing. This request will not stop DCS from taking collection actions.
3. I may represent myself or have someone else represent me. DCS will not pay my costs.
4. DCS may send a copy of this request to the other party to my child support case. DCS will remove my address from the copy sent to the other party.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Work Phone Number

\_\_\_\_\_  
Printed or Typed Name

Return the completed form to:  
DIVISION OF CHILD SUPPORT

\_\_\_\_\_  
PO Box or Street Address

\_\_\_\_\_  
City State Zip Code

No person, because of race, color, national origin, creed, religion, sex, age, or disability, shall be discriminated against in employment, services, or any aspect of the program's activities. This form is available in alternative formats upon request.

In reply, refer to:  
Case #: